



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	C	Adoption	5-10-2010
Subchapter:	8	Adoption Subsidy	
Issuance:	900	Post Adoption Child Care (PACC)	

Purpose

5-10-2010

Post Adoption Child Care (PACC) facilitates the adoption of children in resource family care. Administered through the Division of Family Development (DFD), PACC is available for subsidy eligible preschool children whose adoptions were finalized after January 1, 2005.

The PACC subsidy is not an entitlement program. It is only open to those families meeting specific eligibility criteria, dependent upon the availability of funds. PACC is not part of the CP&P adoption subsidy as CP&P does not pay for the post adoption child care for these adopted children.

Authority

5-10-2010

- Section 418 of Social Security Act
- Child Care and Development Block Grant Act of 1990, as amended
- 45 CFR Part 98 and 99

Eligibility for PACC Services

5-10-2010

The child and adoptive family must meet the following criteria to be eligible for PACC services:

- **Child's Age:** The child must be from birth to six years of age. The child care continues until August 31 in the year that the child turns six years of age, or when the child starts full time Kindergarten. If the child is enrolled in half-day Kindergarten, he or she is eligible for half-day child care.

- **Parent Employment/Education:** A single adoptive parent or both parents in a two parent home must:
 - Be employed full-time, 30 hours or more per week; or
 - Participate in a full-time training or education program, defined as:
 - 12 or more credit hours per term or the equivalent number of Continuing Education Credits (CEUs) at a college or university,
 - 9 or more credit hours or the equivalent number of CEUs during the summer semester, or
 - 20 hours or more per week in job training; or
 - Have a combination of part-time employment, education, and/or training equivalent to full time participation.

There are no income requirements or restrictions.

Exception to Work/Training/Education Requirements 5-10-2010

The only exception to the above work, training, or education requirements in a two-parent home is:

- If one parent is "incapacitated" and unable to work or participate in training or education; and
- It is not realistic to expect that parent to assume child care responsibilities due to his or her medical condition.

An incapacitated parent is a parent in a two-parent home who is permanently disabled, unable to work, attend training or classes, and unable to care for the child, and the child requires child care while the other parent works or attends school or training. The incapacitated parent must be the co-applicant, the applicant cannot be incapacitated.

Approved Leave from Work 5-10-2010

If an adoptive parent has a documented condition, illness, or other circumstance, he or she may be eligible for an "approved leave" from work for up to 90 days. During this period:

- The parent maintains his or her employment status, but does not physically report to his/her place of employment.

- The family is not eligible for child care. If child care was being provided, it is suspended, unless the parent's physical condition precludes his or her ability to care for the child safely.

Acceptable examples of an approved leave include: maternity leave, family leave, or sick leave due to an illness or condition during which the eligible parent is not able to work and he or she will require a period of recuperation or recovery.

Documentation from the employer is required:

- Verifying the leave approval and employment status of the parent;
- Indicating the start and end dates of the leave period; and
- Stating the date on which the parent is expected to resume working.

A note from a licensed or certified professional (e.g., physician) must accompany the letter from the employer.

If the Parent Stops or Loses Employment 5-10-2010

If an adoptive parent loses employment or voluntarily stops working, the child care subsidy for the adopted child is suspended. The parent has up to 90 days to secure full-time work or attend school. If the parent does not return to work or school within the 90 day period, the family permanently forfeits the PACC subsidy for the adoptive child.

Supporting Documentation Required 5-10-2010

When applying for PACC services, the adoptive parent must provide supporting documentation as proof of his or her employment, training, or education as well as proof of any permanent disability that impacts upon his or her ability to care for the child, if applicable.

Annual Redetermination for PACC Services 5-10-2010

In order to continue receiving child care services through the PACC program, adoptive families applying for and receiving PACC services are responsible for complying with all annual child care re-determination procedures.

Termination or Suspension of PACC Services 5-10-2010

If the adoptive family does not meet the eligibility or re-determination requirements as specified above, the PACC benefit may be terminated or suspended.

Licensed or Registered Providers Must Be Used 5-10-2010

In order to receive a child care subsidy under the PACC program, the child care may only be provided by a licensed child care center or a registered family child care home. Since any change in child care arrangements may prove disruptive to the child and the parent, CP&P in-home care may be approved on a case-by-case basis.

Subsidy Rate

5-10-2010

The PACC child care subsidy is paid at the prevailing child care payment rates established by the Department of Human Services (DHS). The adoptive parent is responsible for all child care provider costs in excess of the DHS reimbursement rate. Such costs include registration fees, activity fees, late fees, meals, transportation, or any additional days or hours.

No Co-Payment Required

5-10-2010

No co-payment is assessed to the adoptive parent for the PACC services.

PACC Guide and Signed Parent Acknowledgement

5-10-2010

The CP&P Adoption Worker is required to give to each parent (resource or selected home) adopting a child under the age of six the DCF pamphlet entitled "Post Adoption Child Care (PACC): A Guide for Adoptive Parents." The adoptive parent must sign an acknowledgment receipt that he or she received the pamphlet.

The signed verification of the parent's receipt of the PACC pamphlet must be included with the CP&P Form [14-219](#), Basis for Subsidy Eligibility, which are sent to the Office of Adoption Operations in the subsidy request package. The CP&P Form [14-219](#) and the CP&P Form [14-220](#), Request for Adoption Subsidy Approval Memo Checklist, which provides more details regarding the subsidy request, are found in the on-line Forms Manual. See [CP&P-IV-C-8-200](#), Processing the Adoption Subsidy, and its subsections for more details regarding the discussion of the PACC program.

Accessing Post Adoption Child Care 5-10-2010

Adoption Worker: No later than one week following the adoption finalization:

- Send to the adoptive parent(s) the CP&P Form [14-231](#), Adoption Subsidy Addendum Agreement for Post Adoption Child Care (Criteria for Post Adoption Child Care Subsidy), and the CP&P Form [14-230](#), Post Adoption Child Care Referral Letter to Adoptive Parent.
- Send to the county Child Care Resource and Referral (CCR&R) agency the forms regarding the continuation or non-continuation of child care services, either the CP&P Form [14-232](#), Post Adoption Child Care Referral (Continuation of Service), or the CP&P Form [14-233](#), Post Adoption Child Care Referral (Non-continuation of Service).

See the CP&P Form [14-230](#), Form [14-231](#), Form [14-232](#), and Form [14-233](#) and their instructions.

Adoptive Parent(s): Within 90 days of adoption finalization, contact the local county CCR&R agency to apply for the PACC services program and return the post adoption child care application packet to the CCR&R agency.

If the adoptive parent(s) does not return the post adoption child care application packet to the CCR&R agency within the 90 days immediately following the adoption finalization, the parent(s) forfeits the child care subsidy for the adoptive child.

Note: If the adoptive family moves from one county to another within New Jersey, the CCR&R agency in the originating county processes and pays for child care until the case is redetermined in the new county.

CPS Child Care and PACC

5-10-2010

If the child is currently receiving child care through the Child Protective Services (CPS) program, after receiving the child care referral from CP&P, the parent(s) contacts the local county CCR&R agency, to be re-determined into the PACC program.

When a CPS child care case is redetermined, the new case becomes a PACC case. The CPS child care case is closed and a new PACC case is opened. The CPS child care case number becomes the same case number used by the PACC case. If there is more than one child in the CPS child care case, the child who is redetermined to a PACC case is terminated from the CPS child care case, while the other children in the family continue in the existing CPS child care case.

Out-of-State Adoptions

5-10-2010

In order to receive a child care subsidy for an out-of-state adoption, child care must be provided by a licensed child care center or a registered family child care home. Proof of a current license or certificate of approval must be supplied to the Child Care Resource and Referral agency processing the out-of-state child care before a subsidy will be approved. The CCR&R agency affiliated with the CP&P Local Office that finalizes the adoption processes the out of state child care.

Hearing Rights Regarding PACC

5-10-2010

- If the adoptive parent(s) has a complaint regarding eligibility for PACC, refer him or her to the local county CCR&R agency or the Bureau of Administrative Review and Appeals in the Division of Family Development.
- If the complaint is that the adoptive parent(s) did not receive the PACC application within the 90 days post finalization, refer him or her to the Office of

Adoption Operations. He or she may call the Office of Adoption Operations at 800-847-5027 or send a letter to 50 East State Street, PO Box 717, Trenton, NJ 08625.

Exception if Child in Abbott District

5-10-2010

If the eligible child is 3 or 4 years of age, resides in an Abbott district community, and meets age requirements established by the Abbott school district, to the extent that is reasonable/feasible, the child is expected to be registered in, and attend, a licensed Abbott preschool program. Wraparound child care services are reimbursed through the existing DFD Abbott program.

Relationship to Other Child Care Programs

5-10-2010

If the child is eligible for a preschool handicapped program, Head Start, or a special needs child care program, the PACC subsidy will not take its place. However, if applicable, this program may enhance funding available for the child.

Other Forms

5-10-2010

- DHS/CC:1, DHS/CC:2, DHS/CC:2A, and DHS/CC:3 Child Care and Early Education Service Eligibility Application, Addendum, and Certification
- CP&P Form [14-230](#), Post Adoption Child Care Referral Letter to Adoptive Parent
- CP&P Form [14-231](#), Adoption Subsidy Addendum Agreement for Post Adoption Child Care
- CP&P Form [14-232](#), Post Adoption Child Care Referral (Continuation of Service)
- CP&P Form [14-233](#), Post Adoption Child Care Referral (Non-continuation of Service)
- Pamphlet: DCF Post Adoption Child Care (PACC): A Guide for Adoptive Parents

Related Policy

5-10-2010

- [CP&P-IV-C-8-100](#)
- [CP&P-IV-C-8-200](#)
- [CP&P-VII-A-1-700](#)